



KENTUCKY STATE BOARD OF HAIRDRESSERS AND COSMETOLOGISTS

Steven L. Beshear
Governor

111 St. James Court Suite A
Frankfort, Kentucky 40601
Phone (502) 564-4262
Fax (502) 564-0481
www.kbhc.ky.gov

Charles K. Lykins
Administrator

CONTINUEING EDUCATION PROVIDER APPLICATION AND INSTRUCTIONS

This application is required for all continuing education providers.

Complete the enclosed application and return your application and packet to The Kentucky State Board of Hairdressers along with a money order or cashiers check in the amount of \$300.00 to be approved. The fee will not be processed until the program application is approved by the board.

Upon approval by the board A Continuing Education License will be issued to you assigning a license number only to the Sponsor that approved. This license should be submitted July 1st – July 31st of each year along with the \$300.00 cashiers check or money order to continue as an approved continuing education provider.

APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAM

Check All That Apply: Cosmetologist _____ Cosmetology Instructor _____
Nail Technician _____ Estheticians _____

1. Program Title: _____
2. Name of Sponsoring Organization or Individual: _____
Address (include city, state, zip) _____
Telephone Number: _____
3. Number of Clock Hours for which approval is requested: _____
4. Cost of Program to the attendee: _____
5. Program date(s): _____
6. Program Location(s): _____
7. Time(s) of Program: (Enclose copy of promotional piece, including time schedule)

8. Objective of Program (what will be taught) (attach additional sheets if necessary):

9. Name of Instructor(s): (Attach copy of License, Certification, Bios and other Credentials)

10. Describe manner of presentation (Attach course outline of lecture, demonstration, panel and hands on participation): _____
11. Describe plan for program evaluation and attach copy of evaluation sheet:

The Kentucky Hairdresser and Cosmetology Board uses an Internet based system

- | 12. Do you agree to: | YES | NO |
|--|-------|-------|
| A. Accurately record attendance at Each Presentation online | _____ | _____ |
| B. Print a Record of Attendance confirming the number
Of clock hours actually attended for each attendee. | _____ | _____ |
| C. Submit a record of attendees within twenty-four hours after
The program on the Internet based system. | _____ | _____ |

FOR OFFICE USE ONLY

Date Reviewed by Board

Date Approved/Disapproved

Sponsor Number Assigned

Kentucky State Board of Hairdressers & Cosmetologists
111 St. James Court, Suite A
Frankfort, KY 40601
(502) 564-4262
(502) 564-0481 (fax)

APPLICATION FOR CONTINUING EDUCATION PROVIDER

Submit this completed application and \$300.00 fee

NAME OF SPONSOR: _____

ADDRESS OF SPONSOR: _____

(This should be the address you wish any contact or forms to be mailed)

TELEPHONE NUMBERS: DAY _____ EVENING _____
(including area code)

FAX _____

EMAIL ADDRESS: _____

Program Name and Program Number of Approved Classes:

I certify that I will comply with all statutes and administrative regulations as it relates to continuing education requirements.

Signature _____ Date _____

For Office Use Only

Date Received _____ Sponsor # Issued _____

SPONSOR _____

CLASS NAME _____

CHECKLIST FOR CONTINUING EDUCATION APPLICATION

Sponsor Fee Paid Yes _____ No _____ Attached _____

Is this a previously approved program? Yes _____ No _____

Previously Assigned Sponsor Number _____

Program Title	Yes _____	No _____	On File _____
Name of Sponsor	Yes _____	No _____	On File _____
Address of Sponsor	Yes _____	No _____	On File _____
Telephone Number of Sponsor	Yes _____	No _____	On File _____
Clock Hours	Yes _____	No _____	On File _____
Cost of Program	Yes _____	No _____	On File _____
Program Location	Yes _____	No _____	On File _____
Program Dates	Yes _____	No _____	On File _____
Time Schedule	Yes _____	No _____	On File _____
Objective of Program	Yes _____	No _____	On File _____
Name of Instructor	Yes _____	No _____	On File _____
License attached	Yes _____	No _____	On File _____
Bio attached	Yes _____	No _____	On File _____
Certificate attached	Yes _____	No _____	On File _____
Other credentials attached	Yes _____	No _____	On File _____
Course Outline	Yes _____	No _____	On File _____
Copy of Evaluation Sheet	Yes _____	No _____	On File _____
12. A-B-C completed	Yes _____	No _____	On File _____

201 KAR 12:200. Requirements for continuing education for renewal of license.

RELATES TO: KRS 317A.050(8), 317B.030(1)

STATUTORY AUTHORITY: KRS 317A.050(8), 317B.030(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.050(8) requires a cosmetologist, cosmetology instructor or nail technician to provide proof of continuing education for renewal of license as determined by the board by promulgation of an administrative regulation. KRS Chapter 317B Section 5(1) requires an esthetician and esthetic instructor to provide proof of continuing education for renewal of license. This administrative regulation establishes the requirements for sponsoring a continuing education program and for providing proof of attendance at a continuing education program.

Section 1. A sponsor of a continuing education program shall submit a completed "Application for Approval of Continuing Education Program" form to request approval from the board for a program. The application form shall:

(1) Include the:

- (a) Title of the program;
- (b) Name, address, and telephone number of the sponsoring organization or individual;
- (c) Number of clock hours for which approval is requested;
- (d) Cost of the program to the attendee;
- (e) The program's date, location, and time;
- (f) Objective of the program;
- (g) Name of the instructor;
- (h) Manner of presentation to indicate whether the program is a:
 1. Lecture;
 2. Demonstration;
 3. Panel; or
 4. Hands-on participation program; and
- (i) Plan for program evaluation;

(2) Be signed by the sponsor to indicate that the sponsor agrees to:

- (a) Accurately record attendance at each presentation;
- (b) Complete a record of attendance confirming the number of clock hours actually attended for each attendee; and
- (c) Submit a list of attendees within thirty (30) days after the program to the board office; and

(3) Be accompanied by a copy of the:

- (a) Promotional advertisement for the program;
- (b) Instructor's biography and list of credentials;
- (c) Course outline; and
- (d) Evaluation sheet.

Section 2. An application for approval of a continuing education program shall be submitted to the office of the board at least sixty (60) days prior to the starting date of the program. The board shall approve or deny the request in writing within thirty (30) days of receipt of the application by the board.

Section 3. (1) The program shall consist of an organized program of learning which:

- (a) Contributes directly to the competency of the licensee;
- (b) Pertains to subjects related to the theory, management and practice of cosmetology, nail technology, or esthetics; and
- (c) Pertains to the health, safety, welfare, and protection of the public including sanitation, sterilization, chemical waste disposal, safety in the work place, first aid, bloodborne pathogens, airborne pathogens, and HIV/AIDS education.

(2) A program that meets the requirements established in subsection (1) of this section shall be approved by the board if it is provided by:

- (a) An American Red Cross Chapter;
- (b) The Cabinet for Health Services;
- (c) The Kentucky Labor Cabinet, Division of Education and Training; or
- (d) The Kentucky State Board of Nursing.

(3) A program shall be limited to a class size appropriate to the classroom or facility.

Section 4. A program shall specify the course objectives, content, prerequisites, requirements, and the number of continuing education hours to be earned. The information shall be specified in all promotional materials.

Section 5. A program shall:

- (1) Be generic product related; and
- (2) Not be used to promote, sell or advertise a product.

Section 6. (1) A sponsor shall be:

- (a) A private or vocational technical school of cosmetology;
 - (b) An association or organization whose membership consists of licensees of the board;
 - (c) A college, university, or other institution of higher education recognized by the Kentucky Council on Postsecondary Education or the Kentucky Community College, Trade and Technical Schools;
 - (d) An individual who:
 1. Holds an active cosmetologist license, instructor of cosmetology license or nail technicians license; and
 2. Has special education, training and experience in cosmetology;
 - (e) A person who has a license, degree, special education, training or experience relating to the subject matter of the program; or
 - (f) A state agency program;
- (2)(a) A manufacturer or distributor product show shall not be approved as a continuing education program.
- (b) A manufacturer or distributor product class shall be approved if the requirements established in this administrative regulation are met.
- (c) Alcoholic beverages shall not be served, sold or consumed in the classroom.

Section 7. Academic Coursework. Successful completion of one (1) three (3) hour course shall satisfy the continuing education requirement established by KRS 317A.050(8) if the:

- (1) Course is completed within the license renewal period;
- (2) Course is relevant. A course shall be considered relevant if the course:
 - (a) Is biology, chemistry, psychology, health science, or business; or
 - (b) Relates to the practice of the licensee; and
- (3) Licensee submits an original transcript with the seal of the college or university affixed with the application for license renewal.

Section 8. The board may monitor or review a continuing education program approved by the board. Upon evidence of significant variation in the program presented from the program approved, the board may withdraw approval of the hours granted to the program.

Section 9. (1) In order to receive credit for attendance at a program, a licensee shall:

- (a) Complete a "Record of Attendance for Continuing Education Credit" form at the end of the program;
 - (b) Submit one (1) copy of the form to the program's registration desk at the end of the program; and
 - (c) Submit one (1) copy of the form with the licensee's renewal application.
- (2) The form shall indicate the:
- (a) Program title;
 - (b) Name of the sponsoring organization or individual;
 - (c) Date, location, and number of hours of the program; and
 - (d) Licensee's:
 1. Name;
 2. Address;
 3. Phone number; and
 - 4.a. Social Security number; or
 - b. License number.

Section 10. (1) A cosmetologist or nail technician not currently working in a salon may choose to let his or her expire and may restore that license within five (5) years by obtaining six (6) hours of continuing education and paying a restoration fee of fifty (50) dollars in accordance with KRS 317A.050, Section 11.

(2) A licensed esthetician not currently working in a salon may choose to let his or her license expire and may restore that license within five (5) years by obtaining the required continuing education and paying the restoration fee set in 201 KAR 12:220.

Section 11. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) "Application for Approval of Continuing Education Program" (September 13, 1996 edition); and
 - (b) "Record of Attendance for Continuing Education Credit" (September 13, 1996 edition).
- (2) These forms may be inspected, copied, or obtained, subject to applicable copyright law, at Kentucky State Board of Hairdressers and Cosmetologists, 111 St. James Court, Suite A, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.